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# Foreign Service Circular

No. 175

May 9, 1956

SUBJECT: Preparation of Officer Efficiency Reports

1. The Department receives from time to time numerous suggestions as to improvements both in Form FS-315 itself and in the instructions regarding its use, very significant among them being Selection Board recommendations based upon their actual experience in working with these efficiency reports. In view of the difficulty which has been experienced by Selection Boards as a result of changes in the form four times between 1946 and 1952, no changes in Form FS-315 itself are being made at the present time. The instructions regarding the uses of Form FS-315 have been revised, however, to incorporate suggested improvements and particularly to put into effect the Selection Board recommendations. The revised instructions are set forth in the attachment to this circular.
2. The principal changes in the instructions are to emphasize the necessity for a complete, well-prepared narrative section, which is considered to be by far the most important portion of the report, and to require an affirmative statement from reviewing officers rather than their mere concurrence. All rating and reviewing officers shall familiarize themselves with these and other revised requirements before attempting to complete Form FS-315.
3. The expansion of the officer corps to include many officers whose efficiency records are scanty or incomplete increases the need for timely preparation of thorough, objective and carefully considered reports, particularly in the case of recently integrated officers. For this reason it is recommended that the entire subchapter 1 FSM IV 570, Performance Measurement, be reviewed at this time by all officers engaged in the preparation, review and submission of efficiency reports.
4. Cancellation

The attached instructions supersede and cancel Attachment A to Personnel Circular 98, May 9, 1952.

Attachment: Instructions for Use of Form FS-315.

(PER)

State - FD, Wash., D. C.